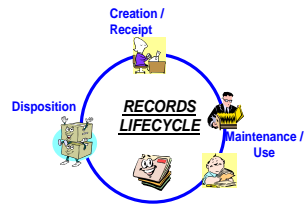


## Safeguards and Security

Review systems for compliance to standards and ensure applicable requirements are being applied. Provides assistance with actions required to accomplish facility registration. Support DOE personnel Security Management.

## Records Management

The Records Management staff provides project support through program documents, which can be utilized to create or strengthen your project plan. Records Management briefings/training is available at the management and record custodian levels, as well as, assistance with Federal and Contractor Program Assessments and all activities covering the Lifecycle of Records:



### Records Creation

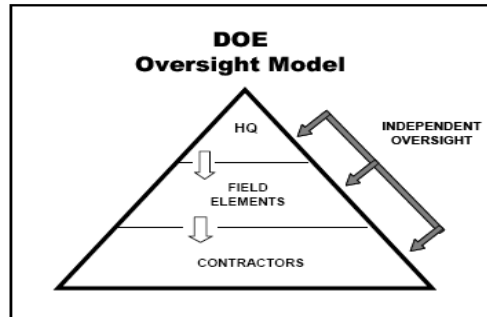
- Correspondence Control & Tracking

### Maintenance & Use

- File Plan Development
- Vital Records Protection & Disaster Prevention/Preparedness

### Disposition

- Destruction procedures for temporary records
- Guidance on transfers to Federal Record Centers for records with long term retention



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# Office of Logistics Management

## Integrated Project, Program, and Management Support Services



The mission of the Office of Logistics Management (OLM) is to provide comprehensive and high quality services to the EMCBC, small and closure sites, and the DOE complex. OLM will meet or exceed our customer's expectations in providing these services in Regulatory Compliance, Safety, Management Systems, Contractor Oversight Assistance, Waste Management, Transportation, Records Management, Real Estate, and Personal Property Support and Guidance.

## Waste Management, Transportation, and Project Support

Provides specialized support to the EMCBC and the EM sites in the areas of waste management, transportation, and project management. This support of often provided on-site for complex and long-term assignments.

### **Waste Management**

Radioactive Waste Acceptance Program (RWAP) support to the Nevada Site Office through scheduled site evaluations and support at DOE Nevada Test Site (NTS) Generator sites.

### **Packaging & Transportation Management**

Provide EM-63 and EM sites Transportation Compliance Assurance Process (TCAP) Reviews for functional areas of Transportation Management, Quality Assurance (QA), Emergency Response, HAZMAT Employee Training, and Security Plans.

Provides site planning and evaluation support for Transportation Emergency Drills and Exercises, Emergency Management, Continuity of Operations, Quality Assurance (QA), Training and Qualification, Software QA, Cyber Security, and Program Analysis.

### **Project Support**

Project management support to small, closure and Service Level Agreement sites.

## Real Property Management Team

Provide comprehensive real estate support such as negotiations, purchases, licensure, disposal of real property assets to the EMCBC, small and closure sites, and the DOE complex.

Real property management is results driven to reduce the costs associated with the administration, leasing, disposition, and acquisition by completing transactions in cost effective and efficient ways, while adhering to Departmental and Federal guidelines.

## Personal Property Management Team

Provide support to the EMCBC, small and closure sites in Contract Property Administration Services, Federal Property Management Services, and Fleet Management Services. The goal is to attain an efficient property management system and provide uniform principles, policies, and standards for cost-effective management of personal property.

Contract Property Administration Services

- Property Disposition for Remediation and Federal Property Management Services
- Site Closure
- Vehicle Fleet Management Services
- DOE and GSA Vehicles
  - Contract Leased Vehicles
- Automated Systems Management
  - Contract Property Reporting Requirements
  - Federal Property Database Services
  - Energy Asset Disposal System (EADS)
  - Property Information Database System (PIDS)
  - Federal Automotive Statistical Tools (FAST)

## Compliance and Project Support Team

Supports the EMCBC, small and closure sites, and the DOE complex in the functional areas that include:

### **Regulatory Compliance**

Develop and implement internal controls to ensure proper coordination and compliance with federal, state, and local regulations and requirements for CERCLA, RCRA, SARA, NEPA, NRDA, etc.

### **Environmental Safety and Health**

Perform integrated safety management program development, review, and implementation of safety and health programs to ensure adequate controls and programs are in place for protection of the worker, public, and the environment.

### **Management Systems**

Development, implementation, and oversight of safety management and technical oversight systems and programs.

### **Quality Assurance**

Assessment, surveillance, and support are offered to analyze the effectiveness, timeliness, quality, and efficiency of work requirements and processes.

### **Program & Project Support**

Establish requirements, procedures, processes, policies to streamline planning, and execution. Plan the long-term operational oversight support with Federal Project Directors.